



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

February 11, 2010

Christine Loranger, Administrator
Cypress Manufacturing LLC DBA HiTech Plastics and Molds
21734 Marilla Street
Chatsworth, CA 91311

Dear Mrs. Loranger:

RE: FINAL MONITORING VISIT REPORT for Cypress Manufacturing LLC DBA HiTech Plastics and Molds – ET09-0378

Date of the Visit:	01/19/10
Beginning/Ending Time:	1:00 p.m. – 2:00 p.m.
Date of Last Visit:	04/30/09
Visit Location:	Chatsworth
Persons in attendance:	Christine Loranger, Administrator Gilberto Pelaez, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	12/22/08 – 12/21/09	Agreement Amount:	\$15,600
Training Start Date:	01/09/09	No. to Retain:	10
Date Training must be Completed:	09/22/09	Range of Hours:	8 - 60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

FINAL REPORT SUMMARY:

• **HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on 1/15/09 and training began on 1/09/09. You reported that all training was completed on 9/02/09, which allows for the 90-day retention period to be completed within the term ending date of the Agreement on 12/21/09.

Your Agreement contains a variable training plan, which means that reimbursement will be based on the total actual number of training hours completed by each trainee between 8 and 60 class/lab training hours. There is no reimbursement for any trainee who does not complete a minimum of 8 hours of training from the required curriculum.

Although Chart 1, Exhibit A of the Agreement, specified that 10 trainees would be retained, you reported that nine trainees completed training and the 90-day retention period. This resulted in a completion rate of 90 percent with earnings of approximately \$13,104.00, which is 84% of the Agreement amount. ETP records indicated that your company has been reimbursed \$10,452, and invoices for the remaining balance of approximately \$2,652 are currently being processed. Reimbursement is earned when all requirements in the Agreement are met.

In reference to the overall experience your company had in implementing the ETP project, you addressed the following questions:

- What barriers, if any, did your company experience in implementing your ETP project? None.
- What problems, if any, did your company experience with ETP record keeping? None.
- What assistance could ETP have provided that would improve the process for future Contractors? None.
- How did your company benefit from the ETP training? The employees who received training were exposed to the things the company needs to succeed and move forward.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Number to Retain	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training	Number of Trainees Completed Retention
1	10	11	0	9	6	9
Totals :	10	11	0	9	6	9

ATTENDANCE ROSTERS:

The Analyst reviewed the attendance rosters of the nine trainees who completed training and the 90-day retention period. The records reviewed contained the required information and signatures, and the training hours were validated.

AUDIT:

Cypress Manufacturing, LLC, dba HiTech Plastics and Molds will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

Please contact your Monitoring Analyst within ten working days at (818) 755-1323 or gpelaez@etp.ca.gov if you have any questions or comments.

Sincerely,

Signature on file

Wally Aguilar, Manager
North Hollywood Regional Office

Signature on file

Gilberto Pelaez, Contract Analyst
North Hollywood Regional Office

cc: David Guzman, Chief, ETP Audit & Programs Operations Division
Master File
Project File

Date report mailed to Contractor 2/22/10